

Board Annual Calendar

Sample School District Governance Calendar

Other than legally required dates, each governance team should develop its own calendar. Timing of tasks and scheduling of special events depends on the culture and priorities of each district. What is important is that governance team members ensure they are fulfilling their governance responsibilities in a logical sequence (e.g., setting annual goals before setting budget priorities.)

Bold items are legal timelines.

Job Area	January	February	March	April	May	June	July	August	September	October	November	December
Governance Team Effectiveness	<ul style="list-style-type: none"> Annual study session to: <ol style="list-style-type: none"> review governance team norms & protocols develop governance calendar 	<ul style="list-style-type: none"> CSBA The Brown Act CSBA Board President's Workshop CSBA New Board Member Institute 		<ul style="list-style-type: none"> Board self-evaluation 				<ul style="list-style-type: none"> Orientation for board candidates 	<ul style="list-style-type: none"> CSBA Masters in Governance 		<ul style="list-style-type: none"> Orientation for new board members 	<ul style="list-style-type: none"> CSBA Annual Conference New board members sworn in
Setting Direction for the District	<ul style="list-style-type: none"> Supt's mid-year progress report on goals to the board 	<ul style="list-style-type: none"> Report progress on goals to the community 	<ul style="list-style-type: none"> Every 2-3 years review district vision using an inclusive process 			<ul style="list-style-type: none"> Finalize goals and success indicators for coming year 				<ul style="list-style-type: none"> Discuss priorities and preliminary goals for following year Report progress on goals to the community 		
Student Learning and Achievement		<ul style="list-style-type: none"> Schedule study sessions on topics related to student learning and achievement so board members are current on this important topic 				<ul style="list-style-type: none"> Attend Graduations & Promotions 	<ul style="list-style-type: none"> CSBA Curriculum Institute 		<ul style="list-style-type: none"> Receive and review state test results Study session to review recommendations from the superintendent regarding district response to test results 			
Finance	<ul style="list-style-type: none"> Governor proposes state budget CSBA Forecast Conference Staff projects next year's revenues and expenses Board sets budget priorities 	<ul style="list-style-type: none"> Staff concludes staffing level study Schedule budget study sessions as necessary 	<ul style="list-style-type: none"> 2nd Interim Report 	<ul style="list-style-type: none"> Schedule budget study sessions as necessary 	<ul style="list-style-type: none"> Governor's May Revise of the budget Report to the board Schedule budget study sessions as necessary 	<ul style="list-style-type: none"> Schedule budget study sessions as necessary Adopt the budget 		<ul style="list-style-type: none"> Staff close books; defines actuals; determines ending balance Report to the Board 			<ul style="list-style-type: none"> Receive Audit 1st Interim Report Staff projects next year's revenue and expenses 	